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# Arrangements for the high-level meetings and the general debate of the seventy-second session of the General Assembly

## United Nations Headquarters, 18 to 28 September 2017

## Information note for delegations

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# I. Introduction

1. The general debate of the seventy-second session will be held from Tuesday, 19 September, to Monday, 25 September 2017, pursuant to resolution 57/301.

2. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Tuesday, 26 September, in accordance with resolution 71/71.

3. Furthermore, the General Assembly, by its resolution 71/287, decided that the high-level meeting of the General Assembly on the appraisal of the United Nations Global Plan of Action to Combat Trafficking in Persons would be held on Wednesday, 27 September, and Thursday, 28 September 2017.

# II. Arrivals

4. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

# III. Schedules, list of speakers, statements and other relevant information

## General debate

5. As indicated in section I above, the general debate of the seventy-second session of the General Assembly will be held from Tuesday, 19 September, to Monday, 25 September 2017. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and from 3 to 9 p.m. in the General Assembly Hall.

6. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch, room S-3082 (email: galindo@un.org with a copy to gaspeakerslist@un.org).

7. The theme "Focusing on people — striving for peace and a decent life for all on a sustainable planet" has been proposed for the general debate at the seventy-second session, pursuant to General Assembly resolution 58/126, annex.

8. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the seventy-second session.

## High-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons

9. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Tuesday, 26 September 2017, in the Trusteeship Council Chamber.

10. Additional information on the high-level plenary meeting will be communicated by the President of the General Assembly.

## High-level meeting of the General Assembly on the appraisal of the United Nations Global Plan of Action to Combat Trafficking in Persons

11. The high-level meeting of the General Assembly on the appraisal of the United Nations Global Plan of Action to Combat Trafficking in Persons will be held on Wednesday, 27 September, and Thursday, 28 September 2017, according to the following schedule:

| | |
|---|---|
| Wednesday, 27 September | |
| 10-11 a.m. | Opening plenary meeting (General Assembly Hall) |
| 11 a.m.-1 p.m. | Plenary meeting (General Assembly Hall) |
| 3-4.30 p.m. | Interactive panel discussion 1 (Trusteeship Council Chamber) |
| 4.30-6 p.m. | Interactive panel discussion 2 (Trusteeship Council Chamber) |
| Thursday, 28 September | |
| 10 a.m.-1 p.m. | Plenary meeting (General Assembly Hall) |
| 3-6 p.m. | Plenary meeting (General Assembly Hall) |

12. The modalities of the high-level meeting are set out in resolution 71/287.

### Plenary meetings

13. The plenary meetings will be held in the General Assembly Hall.

14. The opening plenary meeting will feature statements by the President of the General Assembly, the Secretary-General, the Executive Director of the United Nations Office on Drugs and Crime and the Special Rapporteur of the Human Rights Council on trafficking in persons, especially women and children, as well as an eminent person actively engaged in the fight against trafficking in persons and a representative of civil society, at least one of whom will be a survivor of human trafficking.

15. The names of the eminent person actively engaged in the fight against trafficking in persons and a representative of civil society who will make statements at the opening plenary meeting will be communicated by the President of the General Assembly.

16. In addition, the outcome document for the high-level meeting will be a short and concise political declaration to be adopted during the opening plenary meeting.

17. Following the opening meeting, the plenary meeting will hear statements by Member States and observers. Statements in the plenary meeting will be limited to three minutes (300-360 words, 900-1,080 syllables in Chinese) for individual delegations and five minutes (500-600 words, 1,500-1,800 syllables in Chinese) for statements made on behalf of a group of States.

18. Information regarding inscriptions to the list of speakers will be communicated in the *Journal of the United Nations*.

19. At the closing plenary meeting, the Chairs of the interactive panel discussions will present summaries of the discussions followed by final remarks by the President of the General Assembly.

**Interactive panel discussions**

20. The interactive panel discussions will be held consecutively from 3 to 4.30 p.m. and from 4.30 to 6 p.m. in the Trusteeship Council Chamber.

21. The themes for the two interactive panel discussions will be as follows:

Interactive panel discussion 1: The Global Plan of Action and effective partnerships for the prevention and prosecution of trafficking in persons: achievements, gaps and challenges, also taking into consideration the implementation of the Sustainable Development Goals

Interactive panel discussion 2: The Global Plan of Action and effective partnerships for the protection of and assistance to victims, including through the United Nations Voluntary Trust Fund for Victims of Trafficking in Persons, Especially Women and Children, also taking into consideration the implementation of the Sustainable Development Goals

22. Each interactive panel discussion will be chaired by a Member State, to be appointed by the President of the General Assembly at its seventy-first session in consultation with regional groups.

23. In order to promote interactive and substantive discussions, participation in each panel discussion will include Member States, observers, representatives of United Nations organizations and entities, and representatives of international, regional and subregional organizations, as well as of civil society, including non-governmental organizations, academic institutions, the private sector and the media.

24. To enable maximum participation within the limited time available, statements in the interactive panel discussions should not exceed three minutes (300-360 words, 900-1,080 syllables in Chinese).

**Participation of other stakeholders**

25. Member States are invited to consider including in their delegations to the high-level meeting members of national human rights institutions, representatives of law enforcement, parliamentarians, representatives of civil society active in combating trafficking in persons, survivors of trafficking in persons and representatives of the private sector.

26. Furthermore, all relevant United Nations system entities, including programmes, funds, specialized agencies and regional commissions, in particular the Inter-Agency Coordination Group against Trafficking in Persons, as well as

relevant intergovernmental, regional and subregional organizations are invited to participate in the high-level meeting.

27. Non-governmental organizations that are in consultative status with the Economic and Social Council were invited to register with the Secretariat in order to participate in the high-level meeting.

28. The President will draw up a list of other representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector who have applied to attend the high-level meeting and participate in the interactive panel discussions, taking into account the principles of transparency and of equitable geographical representation, and with due regard to the meaningful participation of women. The list will be submitted to Member States for their consideration on a non-objection basis.[1]

# IV. Event convened by the Secretary-General

## High-level meeting on the prevention of sexual exploitation and abuse: building momentum for change

29. The Secretary-General is convening a high-level meeting on the efforts of the United Nations to combat sexual exploitation and abuse on Monday, 18 September 2017, from 3 to 4.30 p.m. in the Trusteeship Council Chamber.

30. The event will serve as a visible demonstration, at the highest political level, of the solidarity of the international community in condemning and committing to combating this scourge while placing the rights and dignity of victims of sexual exploitation and abuse at the forefront of collective efforts.

31. The Secretary-General will open the event and deliver a keynote address, followed by remarks by the President of the General Assembly and a small number of invited speakers.

32. The Victims' Rights Advocate will brief Member States on the efforts of the United Nations system to strengthen its support and assistance to victims.

33. During the event, Member States that have contributed to the Secretary-General's trust fund for victims of sexual exploitation and abuse will be recognized, and others will be encouraged to contribute thereto.

34. The event will also recognize the signatories to a voluntary compact between the United Nations and Member States. The voluntary compact emphasizes the shared principles of support for United Nations peace operations and includes specific commitments to combat and prevent sexual exploitation and abuse in mission areas.

35. The Secretary-General will introduce the members of his circle of leadership on the prevention of and response to sexual exploitation and abuse in United Nations operations.

36. Access to the Trusteeship Council Chamber for the high-level event will be the same as that for the general debate.

[1] The list of proposed as well as final names will be brought to the attention of the General Assembly. Where a name is objected to, the objecting Member State will, on a voluntary basis, make known to the Office of the President of the General Assembly the general basis of its objections and the Office will share any information received with any Member State upon its request.

37. Additional information on the high-level meeting will be communicated by the Secretariat.

## V. Documentation and interpretation

38. At the seventy-second session of the General Assembly, hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. For meetings being held in conference rooms, hard copies of documents will be available at the meetings services desk. The Department for General Assembly and Conference Management will also provide documents-on-demand services (printing of documents, assistance with access to online services, etc.) through the Documents Assistance Centre (Conference Building, North Lounge, room CB-0264) and at the Documents Counter (Secretariat Building, room S-1B-032).

39. In addition, daily distribution of predetermined quantities of the *Journal of the United Nations* and specified documents issued at Headquarters will be available for collection at the distribution pick-up area, located in room L-1B-100 of the Library Building. Any changes to quantities of documents for distribution to delegations should be submitted at least two working days prior to the effective date and addressed in writing to the Chief of the Meetings Support Section (email: chiefmss-dgacm@un.org).

40. Any additional documentation needed can be retrieved online through the Official Document System (https://documents.un.org), as well as through the paper-smart services portal (https://papersmart.unmeetings.org). No login will be required to access the portal. Documents are also available through the Department's eSubscription service at www.undocs.org. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters directly to their computer or mobile device.

41. Delegations are invited to submit MS Word versions of their statements by email to papersmart@un.org. Delegations wishing to circulate their statements electronically through the paper-smart services portal should provide them not later than two hours in advance of delivery to papersmart@un.org. Alternatively, delegations can bring a hard copy (unstapled), for scanning and uploading, at the documents counter located inside the General Assembly Hall or at any conference officers' desk within meeting rooms. The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

42. If available, 20 copies of the text should be submitted to the receiving area at the documentation desk located at the rear of the General Assembly Hall between 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate, through the screening area, utilizing the west side elevators in the lobby of the General Assembly Building to the second floor, where a representative of the Secretariat will accept the texts at a designated counter. The texts of the speeches will be accepted only on the day on which they are to be given.

43. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to

do so at a normal speed, to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100-120 words (300-360 syllables in Chinese) per minute in order to ensure that the statement is delivered at a normal pace.

44. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 7351; email: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

## VI. List of delegations

45. Missions are requested to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol not later than 15 September 2017. The official delegation list should be signed by the Permanent Representative or his or her designated official with the mission's official seal or stamp, under official letterhead, and sent by email in pdf format to unprotocol@un.org. Any subsequent amendments to the official delegation list should be sent in similar fashion to the same email address.

46. Each delegation should consist of not more than five representatives and five alternate representatives, and as many advisers and experts as may be required (see rule 25 of the rules of procedure of the General Assembly). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians and media (including official photo/video) and security personnel accompanying a Head of State or Government should not be included in the official delegation list.

# VII. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies

**Accreditation**

47. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their accreditation requests by using the existing online eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently asked questions" sections posted on the Protocol and Liaison Service website (www.un.int/protocol). It should be noted that all accreditation requests, including requests for VIP passes, must be submitted through the eAccreditation system. The deadline for submission of accreditation requests is Friday, 8 September 2017.

48. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

49. The working hours of the accreditation unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office not later than 5 September 2017.

**Access to meeting rooms and restricted areas**

50. During the high-level meetings and the general debate of the seventy-second session of the General Assembly, from 18 to 28 September, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

*Access to the General Assembly Hall for the general debate and other high-level meetings from 18 to 28 September 2017, as well as to the second floor of the General Assembly and Conference Buildings*

(a) Every permanent mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(c) The access cards for the General Assembly Hall and the second floor of the General Assembly and Conference Buildings will be valid for the entire period of the high-level meetings and the general debate of the seventy-second session of the General Assembly, from 18 to 28 September 2017;

*Access to other conference rooms*

(d) Access arrangements for other high-level meetings, including the high-level meeting on the prevention of sexual exploitation and abuse, the high-level meeting of the General Assembly on the appraisal of the United Nations Global Plan of Action to Combat Trafficking in Persons and the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons, will be communicated to permanent missions/offices later in a separate note verbale from the Protocol and Liaison Service. Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in the high-level meetings and associated interactive panel discussions for access to various conference rooms.

51. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service on Thursday, 14 September 2017, from 10 a.m. to 5 p.m. in Conference Room B. Thereafter, access cards may be collected from the office of the Protocol and Liaison Service at room S-0201 during the working hours of the high-level week.

52. During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. Priority is first given to spouses of Heads of State. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony, and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and in those sections reserved for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request by completing an SG.40 form (available at www.un.int/protocol under "Forms") specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0201 (fax: 212 963 1921 or email: unprotocol@un.org) at least one week in advance of the address. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission with a valid United Nations grounds pass and enter the United Nations through the 46th Street entrance.

53. All documents, forms and information material on the seventy-second session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (www.un.int/protocol).

## VIII. Welcoming reception

54. A welcoming reception will be held on the morning of Tuesday, 19 September 2017, in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-second session of the General Assembly, from 8 to 8.50 a.m. in the Indonesian Lounge on the second floor of the General Assembly Building.

## IX. State luncheon

55. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-second session of the General Assembly. Heads of delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. on Tuesday, 19 September 2017, in the North Delegates Lounge of the Conference Building.

## X. Joint briefing

56. There will be a joint briefing by the Department for General Assembly and Conference Management, the Department of Safety and Security and the Department of Public Information for delegations on Thursday, 7 September 2017, at 3 p.m. in Conference Room 3. Permanent missions and observer missions are strongly encouraged to be present at the briefing.

## XI. Security arrangements

### General considerations

57. The Headquarters complex will be closed to the public from 5.30 p.m. on Friday, 15 September 2017, until close of business on Friday, 29 September 2017. During this time, guided tours will be suspended.

58. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who are issued a United Nations grounds pass.

59. Members of civil society and non-governmental organizations who are invited to attend the high-level meetings or other events will be required to be in possession of government-issued identification and a special event ticket (with a specific meeting, date and time) at all times. The issuance of special event tickets is the responsibility of the United Nations sponsoring office and/or permanent mission. Non-United Nations guests will require a sponsoring office or delegation staff member escort from the access point on Second Avenue and 46th Street to the meeting or event location.

60. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, on 320 East 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Paula Goncalves, Special Services Unit (telephone: 212 963 7531). See the annex for a sample of the grounds pass request for security staff.

61. It should be noted that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass or special event ticket. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

62. Questions or concerns should be directed to Michael Browne, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Malinda McCormack, telephone: 212 963

7028), or through Inspector Matthew Sullivan, Inspector in Charge of Operations (telephone: 212 963 4601).

**Access to the United Nations Headquarters complex**

63. The opening hours of the pedestrian entrances are as follows:

| | |
|---|---|
| 42nd Street and First Avenue: | Open 24 hours |
| 46th Street and First Avenue: | 7 a.m. to close of business |
| 47th Street and First Avenue: | 6 a.m. to close of business (media exclusive entrance) |

64. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

65. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

**No pedestrian access through the delegates' entrance**

66. During the seventy-second session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed owing to motorcade activity. Therefore, the gate positioned to the south of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, delegations issued Protocol grounds passes, permanent representatives to the United Nations, heads of delegation and senior United Nations staff who are in possession of gold-coloured grounds passes, in order to access the delegates' entrance.

**Pass and identification office: issuance of grounds passes**

67. In preparation for the seventy-second session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, will be open to staff members and members of delegations.

68. Annual and temporary non-governmental organization passes will not be issued from 5 September 2017 until the end of the general debate. Any non-governmental organization invited to attend meetings or events during the high-level period will be issued special event tickets by the sponsoring United Nations office or Member State.

69. The days and hours of operation of the office will be as follows:

| | |
|---|---|
| Saturday and Sunday, 9 and 10 September | 9 a.m. to 5 p.m. |
| Monday to Thursday, 11 to 14 September | 8.30 a.m. to 4 p.m. |
| Friday, 15 September | 8.30 a.m. to 6 p.m. |
| Saturday and Sunday, 16 and 17 September | 10 a.m. to 6 p.m. |
| Monday to Friday, 18 to 22 September | 8 a.m. to 6 p.m. |
| Saturday and Sunday, 23 and 24 September | Closed |
| Monday, 25 September | 8.30 a.m. to 4 p.m. |

**Access to restricted areas**

70. In accordance with the established procedures, it should be noted that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes will be required. Owing to the space constraints on the second floor of the General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

71. Members of non-governmental organizations are not allowed access to the restricted areas; their access to meetings at Headquarters will be honoured upon verification of a valid special event ticket issued for the current day's meeting(s).

**Escorted motorcade drop-off**

72. Escorted motorcades will be authorized to enter United Nations premises at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

**Unescorted motorcade drop-off**

73. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. A valid grounds pass and an authorized United Nations decal ("UNGA72", issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access.

**Traffic in the Secretariat Circle and through the 43rd Street gate**

74. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades.

75. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

76. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Wednesday, 27 September 2017.

**Parking**

77. For the duration of the high-level meeting, vehicles will be permitted access to enter the garage through the 48th Street entrance and depart through the 42nd Street exit, which will be operational on a 24-hour basis. Please note that this is a change from the normal procedures for garage entry into Headquarters. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in this area will be subject to towing.

78. All vehicles entering the Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

79. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

## XII. Arrangements for meetings

**Facilities**

80. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building.

**Reservation system**

81. An electronic reservation system will be activated through eMeets (http://icms.un.org) on 11 September 2017, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing http://icms.un.org, logging in with the username and password of their permanent mission and clicking on the "Bilateral" tab. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, on the hour and half hour. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

82. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting, and every effort will be made to assign a booth on the basis of the availability of space at that time. Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org.

## XIII. 2017 treaty event

83. It is recalled that the Secretary-General, in a letter dated 15 June 2017 addressed to Heads of State or Government, invited States to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the seventy-second session of the General Assembly.

84. The treaty event will be held from 19 to 22 September 2017 in the treaty signing area on the ground floor of the General Assembly Building. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section of the Office of Legal Affairs (telephone: 212 963 5047). States intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review, preferably by 2 September 2017. It should be noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be sent to the Treaty Section (fax: 212 963 3693).

85. Information relating to the treaty event, including the letter of invitation from the Secretary-General to Heads of State and Government, a list of multilateral treaties to be highlighted at the treaty event, a list of all multilateral treaties deposited with the Secretary-General and procedural information provided by the Under-Secretary-General for Legal Affairs and Legal Counsel to permanent representatives in New York can be obtained from the United Nations Treaty Collection website (https://treaties.un.org).

86. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted to attend the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue 5 to 10 minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government, Vice-President, Crown Prince or Princess) from the escalators in the main hall.

87. It should also be noted that, in order to gain access to the premises during the 2017 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

88. Each delegation should designate an individual as a contact person for the purposes of the treaty event.

## XIV. Media access arrangements and services

89. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

90. Accreditation of media representatives accompanying the delegation, including official photographers and videographers, will be carried out by the Media Accreditation and Liaison Unit. Missions/offices are required to submit their media accreditation requests by using the eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Requests should be submitted no later than 5 September. Government press/information officers should not be accredited as members of the media, unless their role is to take photos or videos. For more information contact the Media Accreditation and Liaison Unit (email: malu@un.org; telephone: 212 963 6934).

91. Media representatives who wish to apply for accreditation independently must fill out the online form and upload a request on the letterhead of the media organization. Additional information regarding media accreditation and arrangements can be found at www.un.org/malu.

**Location and hours of operation for media accreditation**

92. Media representatives can pick up their accreditation badges from 12 to 15 September at the Pass and ID Unit, 320 East 45th Street, and starting on 17 September at the Visitors Centre, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

93. The hours for media accreditation will be as follows:

| | | |
|---|---|---|
| Pass and ID Unit, 320 East 45th Street | Tuesday to Friday, 12 to 15 September | 9 a.m. to 4 p.m. |
| UNITAR Building, 801 First Avenue | Sunday, 17 September | 10 a.m. to 6 p.m. |
| UNITAR Building, 801 First Avenue | Monday, 18 September | 7 a.m. to 7 p.m. |
| UNITAR Building, 801 First Avenue | Tuesday, 19 September | 7 a.m. to 6 p.m. |
| UNITAR Building, 801 First Avenue | Wednesday, 20 September, and Thursday, 21 September | 8 a.m. to 6 p.m. |
| UNITAR Building, 801 First Avenue | Friday, 22 September | 8 a.m. to 5 p.m. |

94. All media representatives must clearly display their United Nations grounds passes at all times.

**Entry and screening procedures**

95. The designated media entrance, for both resident correspondents with equipment and non-resident correspondents with or without equipment, is located at 47th Street and First Avenue, where they and their equipment will be subject to security screening. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

96. Media representatives who wish to reach the Media Centre following the screening process will proceed from the access point along the East River promenade to Conference Room 1 in the Conference Building, which is accessible through the Conference Building south entrance on the first basement floor.

97. Media representatives who wish to proceed to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

98. Media liaison desks will also be set up on the first and third floors of the Conference Building for escort to conference room media booths.

99. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas.

100. Members of the media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will e ;counter delays, particularly when First Avenue is closed for motorcades.

**Media Centre and other facilities**

101. The temporary Media Centre will be in Conference Room 1 in the Conference Building. Media representatives are requested to bring their own headphones to listen to the proceedings and cables to connect to the live video feed for recording.

102. Members of the media can request documents, statements and press releases from the Media Documents Centre, located in room S-0219 or email mdc@un.org.

103. A list of open meetings, press briefings and conferences, and other outreach activities at Headquarters will be posted daily at www.un.org/en/media/accreditation/alert.

**Media tickets to meetings and events**

104. A limited number of tickets will be available for the press gallery of the General Assembly Hall and other meetings. Media liaison desk staff will distribute tickets on a first-come, first-served basis 30 minutes before the meetings. Delegations organizing meetings should notify the Media Accreditation and Liaison Unit whether media can attend and allocate press tickets accordingly.

**Pool coverage**

105. In some events, owing to logistics and space considerations, select media would have to provide pooled media coverage.

106. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches.

107. A limited number of still photographers, escorted by Media Accreditation and Liaison Unit staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the Unit officers accompanying the media.

**Coverage of bilateral meetings**

108. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations to obtain permission to attend. Delegates will be provided secondary passes to escort their media to the designated bilateral spaces only.

**United Nations audiovisual materials**

109. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212 963 6927 or 212 963 0034; email: photolibrary@un.org).

110. Digital files of speeches during the general debate and Security Council meetings can be downloaded from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary/) in MPEG-4 (H.264) format free of charge. Delegations may request high-resolution broadcast-quality video files, such as MOV files, through the Audiovisual Library (telephone: 212 963 0656; email: avlibrary@un.org). Delegations may also request digital copies of other meetings through the Audiovisual Library, subject to availability. Digital files that have been ordered in advance will generally be available on the same day. Requests received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received.

111. Audio files of speeches in digital format (MP3) will also be available for download free of charge from the United Nations Audiovisual Library website. Audio enquiries and requests should also be addressed to the United Nations Audiovisual Library.

112. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact United Nations Television (telephone: 212 963 7650, 212 963 7667 or 212 963 9399; email: untv@un.org).

113. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. United Nations Television studios will not be available during the general debate. A detailed schedule of live and photo-op camera coverage will be emailed to broadcast clients in advance of the high-level meetings.

114. Statements in the original language in which they were delivered will be available on the paper-smart services portal (http://papersmart.unmeetings.org). Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings is subject to the limitations of recording facilities.

115. Very limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover any additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hours use, contact the Broadcast and Conference Support Section (email: request-for-services@un.org; telephone: 212 963 9485) and copy United Nations Radio (malor@un.org; sultanm@un.org).

**Internet and social media**

116. The United Nations website (www.un.org) will provide, through a dedicated portal web page (http://gadebate.un.org), coverage of the General Assembly meetings, live and on-demand video, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes and statements. To ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all of the General Assembly high-level meetings is www.un.org/en/ga/meetings/index.shtml.

117. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/press/en and www.un.org/press/fr), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre, as well as in relevant conference rooms.

118. The United Nations News Centre (www.un.org/news) serves as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. United Nations News Centre readers will also be able to follow stories on Facebook and Twitter and subscribe to a free email news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

119. The United Nations webcast service will provide daily live and on-demand broadcast coverage on its website (http://webtv.un.org) of the high-level meetings and the General Assembly general debate in all six official languages and the original language of the speaker. Individual videos for every speaker at the general debate will be posted in all languages on the website for on-demand access. Additional webcast coverage will include press conferences, media stake-outs and other meetings and events. Any queries about webcast coverage should be directed to the United Nations webcast service (telephone: 212 963 6733; email: damianou@un.org or justin@un.org).

120. Two smartphone applications are available to enable delegations and the media to follow the proceedings on their mobile phones. United Nations Audio Channels (iOS and Android in six official languages, as well as Portuguese and Kiswahili) provides live audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations Radio programmes in these eight languages. United Nations News Reader (Android in six official languages, iOS in English only) provides constantly updated stories from the United Nations News Centre.

121. Regular social media updates will be posted to accounts managed by the Department of Public Information, which are listed at www.un.org/social. Member States are encouraged to post social media updates using the hashtags #UNGA and #UN4RefugeesMigrants. Questions about social media coverage may be directed to the Social Media Team (telephone: 917 367 7083; email: socialmedia@un.org).

**Briefings and press conferences**

122. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at www.un.org/sg/spokesperson/confschedule.asp. It will also be available on the

website of the Media Accreditation and Liaison Unit (www.un.org/en/media/accreditation/alert) and on Twitter (@UNMediaLiaison).

123. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

124. Briefings and press conferences are open only to members of the media.

## XV. Medical services

125. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. on weekdays for the duration of the General Assembly. The clinic is located on the fifth floor of the Secretariat Building (telephone: 212 963 7080). Weekend opening will depend on demand and the meeting schedule.

126. During the high-level meetings, an immediate medical response capability will operate from within the General Assembly Building. For meetings in the Conference Building, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulances and staff.

127. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Paula Rojas (telephone: 212 963 6764; email: rojasp@un.org) if they have special requ ements or if they wish to view the medical facilities and support capacity available.

## XVI. Host country liaison

128. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4300; after hours, 212 415 4020).

## XVII. Additional information and briefing sessions

129. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

130. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-second session of the General Assembly
- Delegates' handbook
- Information circular for the media

## XVIII. Sustainability

131. The United Nations is taking a number of measures to minimize its environmental impact and maximize social, economic and environmental sustainability. All participants are encouraged to contribute to sustainability efforts.

132. Participants are encouraged to bring reusable bottles/mugs and avoid disposable cups and plastic water bottles. Customers at the United Nations dining facilities receive a 5 per cent discount on their coffee purchases when they bring their own containers as part of the "Bring your own mug" programme.

133. Participants are encouraged to minimize paper consumption. A limited number of hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. Participants are urged to use portable devices as the main way to access documentation, including the daily *Journal of the United Nations*, to limit demand for printed materials and reduce paper consumption. Participants are also encouraged to distribute non-official documentation electronically.

134. In accordance with paragraphs 40 and 41 above, a number of online services are made available for the benefit of delegations. Participants should consider electronic access through the platforms mentioned in paragraph 40 before printing documents.

135. Transportation generally has the highest carbon footprint for conferences. Participants are urged to identify and minimize greenhouse gas emissions relating to their travel and participation in the meeting activities. In New York City, public transportation is one of the best ways to get around. If long-distance travel is unavoidable, participants could consider offsetting greenhouse gas emissions through reduction measures elsewhere. The secretariat of the United Nations Framework Convention on Climate Change has made available a platform for certified reduction measures (https://offset.climateneutralnow.org).

136. Participants are also encouraged to consider their carbon footprint also when selecting accommodation. In particular, implementation of energy efficiency measures, compliance with green building standards and usage of renewable energy sources by the selected accommodation could help reduce the carbon footprint.

## XIX. Accessibility: arrangements for persons with disabilities

137. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, certain adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in keeping with the rules of procedure, precedents and practices of the General Assembly. For individual requests, please contact the advance team of the Meetings Servicing Unit of the Department for General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349).

138. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). For more information, please visit www.un.org/accessibilitycentre/.

139. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

## XX. Focal points for arrangements related to the high-level meetings

| | |
|---|---|
| General Assembly Affairs | Ruth de Miranda<br>Telephone: 212 963 0725 |
| | Kenji Nakano<br>Telephone: 212 963 2336 |
| Protocol | Peter Van Laere<br>Telephone: 212 963 7171<br>Fax: 212 963 1921 |
| Conference Services | Xin Tong-Maywald<br>Telephone: 212 963 0883 |
| | Rukshan Perera<br>Telephone: 212 963 7351<br>Email: emeetsm@un.org |
| Interpretation services | Hossam Fahr<br>Telephone: 212 963 8235 |
| Bilateral meetings coordination | Reservations: http://icms.un.org<br>Email: bilats-msu@un.org<br>Telephone: 212 963 9252 |
| Statement submission | Email: papersmart@un.org<br>Telephone: 212 963 7349 |
| | Paper-smart services portal:<br>papersmart.unmeetings.org |
| Logistics coordination for meetings | Cristina Schulz-Langedorf<br>Telephone: 212 963 7348 |
| | Wannes Lint<br>Telephone: 917 367 3788 |
| Delegation accreditation and access | Wai Tak Chua<br>Telephone: 212 963 7181<br>Fax: 212 963 1921 |
| | For eAccreditation technical issues: |
| | ICTS Help Desk<br>Telephone: 212 963 5033<br>Email: help-desk@un.org |
| Security | Michael Browne, Chief of Security<br>Telephone: 917 367 9211<br>Email: browne2@un.org |

| | |
|---|---|
| | Captain Malinda McCormack<br>(Security Event Planning Unit)<br>Telephone: 212 963 7028<br>Fax: 917 367 7032<br>Email: mccormackm@un.org |
| | Captain Paula Goncalves<br>(Special Service Unit)<br>Telephone: 212 963 7531<br>Fax: 212 963 1833<br>Email: security-unhq-specialservices@un.org |
| Media | George Ngwa (Meetings Coverage)<br>Telephone: 212 963 5850 |
| | Tal Mekel (Accreditation)<br>Telephone: 212 963 1504<br>Fax: 212 963 4642 |
| | David Woodie<br>(Broadcast and United Nations Television)<br>Telephone: 212 963 9399 |
| | Peter Dawkins (United Nations Website)<br>Telephone: 212 963 6974<br>Email: dawkins@un.org |
| | Jamille McCord (Press Conferences)<br>Telephone: 212 963 7707<br>Email: mccord@un.org |
| Facilities Management Service | Andrew Nye<br>Telephone: 212 963 7453 |
| Broadcast and Conference Support Section | Patrick Morrison<br>Telephone: 212 963 0407 |
| Medical | Senior Medical Officer, Secretariat Operations, Paula Rojas<br>Telephone: 212 963 6764<br>Email: rojasp@un.org |
| | Head Nurse, Michael Jenkins<br>Telephone: 917 367 3841<br>Fax: 917 367 0656<br>Email: jenkins@un.org |

## Annex

### Request for grounds pass

**UNITED NATIONS** **NATIONS UNIES**

**SECURITY AND SAFETY SERVICE**

**SPECIAL SERVICES UNIT**

**Request for grounds pass — security staff**

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

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*(To be completed by the Special Services Unit)*

Code/weapon: UA A _____

*(Must obtain prior approval from the Chief of Security and Safety Service)*

Expiration date: _____

Approved by: _____ Date: _____

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Proof of identification (must be presented at the pass and identification office) _____